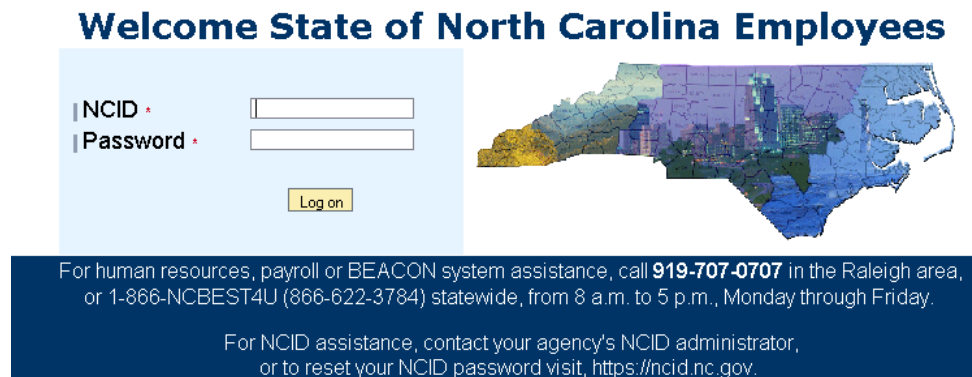


PROCESSES FOR THE AGENCY TRAINING AGENT


This Job Aid will assist Training Agents in the various processes to register students for classes and how to maintain student database in the Learning Management System (LMS).

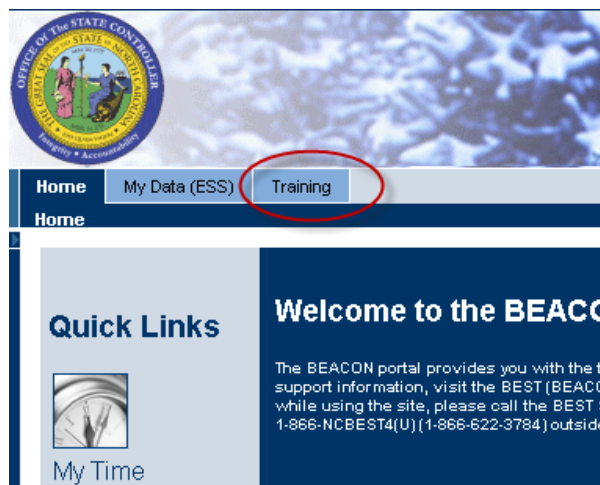
Logging On

1. Access the employee portal web page: <https://mybeacon.nc.gov>.



[Customer Service](#) | [System Status](#) | [Privacy and Security](#) | [Legal](#)

2. Enter your NCID and password.
3. Click the Log On button. 

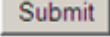


4. Click the Training tab. The LMS entry page is displayed.



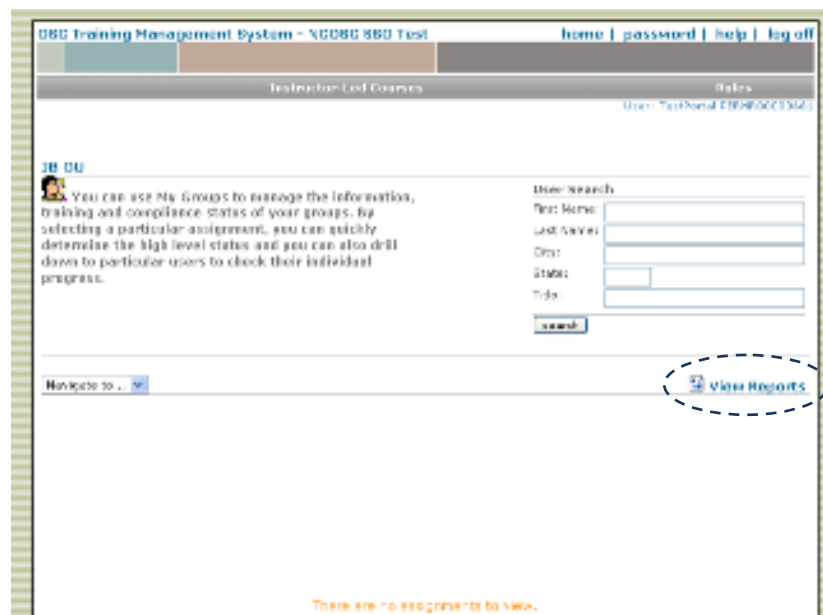
Click "Submit" to enter the LMS


Submit

5. Click the **Submit** button  and your personal Home page will be displayed.

Running a Report

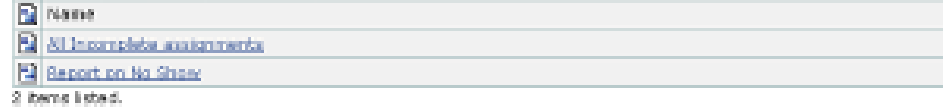
1. From your Home page, click on **Roles** tab.
2. Select an **Agency** (Required only if you manage more than 1 agency. If you manage only 1, it will be selected for you).




3. Click  icon (this is to view the saved reports).

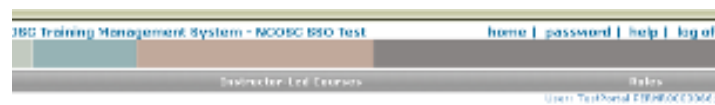


Knowledge Reporting - Saved Reports

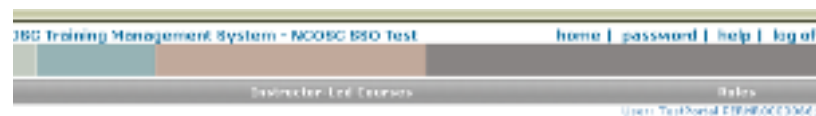


- From the *Knowledge Reporting-Saved Reports* screen, click on **any saved report** name link. (The LMS administrator creates reports for your use).

- From the Knowledge Reporting screen, click the  icon and select an OU/Agency.



- Select the *optional* **Before Date**, **After Date** and/or **Started as of** dates if required. (**NOTE:** - These fields are usually not required).



- Click the **Run Report** button.

Enrolling Users in a Session

Enroll users from the Roles tab.

1. Click the **Roles** tab.
2. Select an **Agency** (Required only if you manage more than 1 agency. If you manage only 1, it will be selected for you).
3. Click the **Search** button.
4. Select a **user** that has the course assignment.

250 Training Management System - NCOSC BSO Test [home](#) | [password](#) | [help](#) | [log off](#)

Instruction List Courses [Roles](#)

[Open Test Portal 67890068900](#)

Active Transcript for dpr9auser1F dpr9auser1L [Certified Active Transcript](#) [View Full Transcript](#)

Name	Due Date	Status
course_2	Feb 18, 2010	In Progress
course_3	Feb 22, 2010	Not Started
course_4_P	Feb 22, 2010	Not Started
15-530 Intro To Continuity of Operations Planning for Pandemic Influenza.html (0.0)	Feb 22, 2010	Not Started
Test2	Feb 22, 2010	Not Started

[dpr9auser1F dpr9auser1L](#)

First Name	dpr9auser1F
Last Name	dpr9auser1L
Middle Name	
Groups	DPR 9 a
Position No.	
Email Address	
PEHRN	dpr9auser1
TDD	
Phone	
Fax	
Mobile Phone	
Division	
Address	
Phone	
Agency	DPR 9 a
Privileges	learner
Miscellaneous	

5. Click the **course name** from the user's active transcript.

OSC Training Management System - NCOSC 880 Test [home](#) | [password](#) | [help](#) | [log off](#)

Instructor-Led Courses [Backup](#)

User: TestPortal PERN0000066

dpr9auser1P dpr9auser1L - course_3







Description: _____

Status: Not Started

Pre-requisites: _____

Start date of enrolled session: _____

Session List [pdf](#) | [enroll](#)

	Start Date	End Date	Status	Capacity	Enrollment
	Feb 19, 2010	Feb 19, 2010	Open	7	
	Feb 17, 2010	Feb 17, 2010	Open	6	
	Feb 16, 2010	Feb 16, 2010	Open	5	

3 items listed.

Assignment Specifics


Assigned To: dpr9auser1P dpr9auser1L

Assigned By: NCOSC PERN00000662 on Friday, February 12, 2010

Status: Not Started


Start Date: Feb 12, 2010


Due Date: Feb 22, 2010

Attachments: 

There are no items attached to this assignment.

6. Click the desired **Start Date** link from the Session List section.

7. Click  icon to Enroll Others.

8. Click  icon to select other users for enrollment.

Users Search 

First Name:

Last Name:

TRN:

OSC Training Management System - NCOSC 880 Test [home](#) | [password](#) | [help](#)

Instructor-Led Courses [Backup](#)

User: TestPortal PERN0000066

Enroll Users in course_3 (Feb 19, 2010) [pdf](#) | [enroll](#)

From: a group of users in this session.

Title	Start Date	End Date	Users
course_3	Feb 19, 2010	Feb 19, 2010	<input type="text"/> 

9. Click the **Submit** button from the Users Search panel located on the right side.

10. Click inside the checkboxes to select the users.



11. Click **Select** button. All selected users are listed on the Enrolled Users screen.

12. If you wish to remove a user before submitting, click the **X** button.

13. Click the **Submit** button from the Enroll Users in Course Name (Session Date) screen.

Enroll users from the Instructor-Led Training tab

1. Click the Instructor-Led Training tab.

2. Click the **Search** button.
3. Click the **course name** from the Course Search Result section.
4. From the Sessions List section, click the desired **session Start Date**.
5. Click  icon to Enroll Others.
6. Click  icon to **select others** for enrollment.
7. Click the **Submit** button from the Users Search panel.
8. Check the **checkboxes** to select the users.
9. Click the **Select** button.
10. Click the **Submit** button from Enroll Users in Course Name (Session Date) screen.

Viewing a List of Enrolled Users in a Session

From the Roles tab...

1. Click the **Roles** tab.
2. Select an **Agency** (if necessary).
3. Click the **Search** button.
4. Select a **user** that has a course assignment and is enrolled in a session.
5. Click the **course** in which the user is enrolled.
6. Click the **Session date link**.



Training Management System - NCOSC HRD Dept [home](#) | [password](#) | [help](#) | [log off](#)

Enroll in New Courses [Enroll](#)

dp9user1F dp9user1L - course_2 [Cancel Enrollment](#)


Description	
Status	Enrolled
Prerequisites	
Start Date of enrolled session	Feb 12, 2010

Assignment specifics


Assigned To	dp9user1F dp9user1L
Assigned By	NCOSC PERH00000662 on Friday, February 12, 2010
Status	In Progress
Start Date	Feb 12, 2010
Due Date	Feb 22, 2010

Attachments: 0


There are no items attached to this assignment.

- Click  icon to view session roster.

If a user is assigned a course, but not yet enrolled:

- Click the **course assignment** for the User.
- From the Sessions List section, click the **Session start date**.
- Click  icon to view session roster.

From the Course tab...

- Click the **Course** tab.
- Click the **Search** button and select a course.
- Select the session that has enrolled users.
- Click  icon to view session roster.

Removing Users from an Enrolled Session

Cancel user enrollment from Roles tab


1. Click the **Roles** tab.
2. Select an **Agency** (if necessary).
3. Click on the **Search** button.
4. Select a user that has course assignments and is enrolled in at least one course.
5. Click on the course in which the user is enrolled.
6. Click the **Cancel enrollment** button.

The screenshot shows the LMS interface with the 'Roles' tab selected. A user is selected, and the 'Cancel Enrollment' button is visible. The user's details and course assignment are displayed below.

dpr9auser11@dpr9auser11 - course_3		<input checked="" type="checkbox"/> Cancel Enrollment
Description		
Status	Enrolled	
Pre-requisites		
Start date of enrolled session	Feb 17, 2010	
Assignment specifics		
Assigned To: dpr9auser11@dpr9auser11		
Assigned By: NCOCC PCRN0000000002 on Friday, February 12, 2010		
Status	In Progress	
Start Date	Feb 12, 2010	
Due Date	Feb 22, 2010	
Attachments: @		
There are no items attached to this assignment.		

Cancel user enrollment from Course tab

1. Click the **Course** tab.
2. Click the **Search** button and select a course.
3. Select the **session** that has enrolled users.

4. Click  icon to view session roster.
5. From the Session Roster screen, click the **user name** that is enrolled in the session.
6. Click **Cancel enrollment**.

OSC Training Management System - NCOSC 280 Test

[home](#) | [password](#) | [help](#) | [log out](#)

Enrolled Courses

[Rules](#)

Users: Two Period PERIOD0004

[dp@oscm1](#) | [dp@oscm1](#) - course_3

☒ [Cancel Enrollment](#)

Description

Status

Pre-requisite

Start date of enrolled session

Feb 17, 2010

[Assignment specifics](#)

Assigned To: dp@oscm1 | dp@oscm1

Assigned By: NCOSC PERIOD00000000 on Friday, February 12, 2010

Status: In Progress

Start Date: Feb 12, 2010

Due Date: Feb 22, 2010

[Attachments:](#) 0

There are no items attached to this assignment.